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INTRODUCTION

West Midland Family Center (WMFC) entered into contract #BA-05-56001 with the Michigan Department of Human Services (DHS) to provide a Before and After School Program (BA) for TANF eligible children in grades 1-9. Under this contract WMFC was to provide chemical abuse and dependency prevention/awareness, fitness and recreational activities, individualized education plans, leadership skills development, and parent education.

WMFC was also to provide transportation for the children and parents when necessary. The contract totaled \$88,776.78 and covered the period July 1, 2005 through September 30, 2006. WMFC was reimbursed for their actual costs of providing the program through submission of monthly billings to DHS.

SCOPE

The Office of Internal Audit performed an audit of WMFC to determine if the Agency's billings were accurate, and if the costs charged were allowable and properly supported by the accounting records and other documentation, in accordance with the terms of the contract. Our review covered the period October 1, 2005 through September 30, 2006. The contract amount for that period was \$73,600. We also reviewed case files to determine if TANF forms were on file to document eligibility for the students who participated in the program.

EXECUTIVE SUMMARY

Based on our audit, we concluded that WMFC did not keep the Survey forms in the case files as required in the contract. Our report recommends the Field Operations Administration (FOA) ensure that the Survey forms are kept in the case files.

AGENCY RESPONSE

West Midland Family Center has reviewed all findings and recommendations included in this report. They responded in a letter dated December 12, 2006 that they disagreed with our finding because they think the survey form needs to be kept anonymous, as this results in a better response.

FINDINGS AND RECOMMENDATIONS

Survey Forms not in Case Files

1. WMFC did not keep a completed pre-test survey form for each client in their case file. Two of the 38 case files we reviewed contained a survey form. WMFC had the parents complete the survey form, but did not require them to put their name or the child's name on the survey form. The survey is an evaluative tool to be used to report to DHS and to help WMFC modify its programs to meet the needs of the individual clients. Requiring the client name on the survey form is essential for identifying the needs of individual clients.

WE RECOMMEND FOA instruct WFCM to keep completed survey forms in each client's case record.